

INDIANA STATE LIBRARY

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# 2010 LSTA Grants

## *Navigating the Application Form*

UPDATED 8/11/2010

# Getting Started

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*Thank you for your interest in a 2010 LSTA grant! These slides will provide you with line-by-line application form instructions. More general instructions can be found in the application cover page.*

We will not accept grant applications in any format other than the provided form. You must complete the application form as-is, in the space provided.

If your question is not answered in these slides, do not hesitate to **call LSTA Grant Consultant Jennifer Clifton for help at (317) 234-6550.**

# Getting Started

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Before you begin your application, you should thoroughly read the grant guidelines, available on the [LSTA webpage](#). The guidelines will explain eligibility requirements and provide the **submission mailing address, application deadline**, and when applicable, **supplemental application questions**.

If you have questions about your eligibility for a grant, please call LSTA Grant Consultant Jennifer Clifton for help at (317) 234-6550.

# Getting Started

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Your final submitted proposal should reflect sufficient planning and organization. To be awarded grant money, project proposals must demonstrate how you will use the funds provided within the allotted grant period and for the purpose of enhancing library service in Indiana.



# *The General Information Page*

# General Information

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Let's get started! The **General Information** section of the form primarily provides reviewers with contact and other basic information.

**Please answer each part. Applications with missing information may not be considered.**

## *Grant Program*

Type the letter "X" in the box under the name of the grant opportunity for which you wish to apply. Refer to the grant guidelines on our webpage to be sure you have marked the right program.

# General Information

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## *Project Title*

Develop a name for your project that will help grant reviewers easily identify what your project is all about.

## *Organization*

Provide the name of the applicant library wishing to obtain the grant.

## *Address*

Provide the mailing address of the applicant library.

## *Web Address*

Provide the address of the applicant library's website.

# General Information

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## *Organization Director*

Provide the name of the organization director. This might be the director or dean of the applicant library or principal of the applicant school.

## *E-mail*

## *Telephone*

## *Fax*

Provide an e-mail address, telephone, and fax number for the Organization Director.



# General Information

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## *Project Director (contact for grant purposes)*

A Project Director for the grant project must be assigned. If your project is funded, this person will be responsible for meeting contract obligations, such as quarterly and final reporting, and keeping in constant contact with the LSTA Grant Consultant. In some cases, such as a small library, the Organization Director serves as the Project Director.

*E-mail*

*Telephone*

*Fax*

Provide an e-mail address, telephone, and fax number for the Project Director.

# General Information

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## *Fiscal Agent*

The fiscal agent will be responsible for keeping purchase records, submitting claims to the State Library for reimbursement, and completing the financial final report. In some cases, the fiscal agent is also the Project Director and/or the Organization Director. *Note: The Project Director is responsible for all contracting obligations and reports, including the financial. The Project Director should coordinate the meeting of these obligations with the Fiscal Agent.*

## *E-mail*

## *Telephone*

## *Fax*

Provide the e-mail address, telephone, and fax number of the Fiscal Agent.

# General Information

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## *Federal Congressional District(s)*

Provide the number (1-9) of the United States House of Representatives District in which your organization is located. Indiana currently has 9 districts. [Click here for a list of counties by district.](#)

## *County*

Provide the name of the county in which your organization is located.

# General Information

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## *Estimated Number of People Served by Project*

Provide the number of people you estimate will be served by your project during the grant period.

## *Source of this Number*

Provide the source of your *estimated number of people served by project*. This might be the US Census Bureau's population statistics or your library circulation records, for example.

# General Information

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## *Federal Funds Requested*

Provide the amount of LSTA funds for which you are applying. This will be less than the *total cost of project* because you are required to provide a local cash match (which can include in-kind contributions) of at least 10% of the total federal funds requested.

## *Total Cost of Project*

Provide the total cost of the project. This number should include the total LSTA funds requested and all other project funds, including your 10% or more cash match. These numbers will be broken down later in the Project Budget.

# *Federal Library Services and Technology Act (LSTA) Priorities*

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Type an “X” in the box next to the federal LSTA priority that best describes your project.

The Indiana State Library must use LSTA funds to address LSTA priorities. If your project does not match one of these priorities, you should reconsider whether your project is appropriate or call the LSTA Grant Consultant for help at (317) 234-6550.

To read more about these priorities, [review page 6 of the June 2009 IMLS report here](#).

# Indiana State Library LSTA Goals

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Type an “X” in the box next to the Indiana State Library LSTA goal that best describes your project.

The Indiana State Library must use LSTA funds to address the goals outlined in the Five-Year Plan 2008-2012. If your project does not match address one of these goals, you should reconsider whether your project is appropriate or call the LSTA Grant Consultant for help at (317) 234-6550.

To better understand the Indiana State Library’s goals, [click here to view the Five-Year Plan 2008-2012.](#)

# Primary Project Audience

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Type an “X” next to at least one and no more than three audiences to indicate the primary audience(s) your project will **directly** serve.





# Parts I - IX

# Parts I – IX

## *Working with the Form*

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### *Text Boxes*

Answer questions in Parts I – IX **in the blank boxes provided**. Though the text boxes are of varying sizes, each will expand as you type to allow for additional text. Text boxes will even expand onto the next page.

**However**, as explained in the application form instructions, **we recommend you write no more than one full page of text for each question**. In some cases, this much text will be unnecessary.

We expect that **you will need at least one paragraph to fully answer most questions**.

# Part I. Project Summary

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*Provide an abstract describing all project components in 150 words or less.*

It is recommended that you write your summary after you have completed the rest of the application.

Your project summary should be clear and persuasive as it will be referred to often during the review process. You may want to address the following questions: Who will you serve? What needs have you identified? What are your project goals and objectives? What new services will the library provide? To meet the word maximum, you will have to be concise but be sure your most important points are made in this section.

## Part II. Needs Statement

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Libraries that first identify a need in their community and then develop a grant project idea around that need and the goals of the IMLS and State Library Five-Year Plan are most likely to be successful.

## Part II. Needs Statement

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In this section, you will further develop the need you identified in the Project Summary.

For example, if you stated in your summary that by adding more computers you are meeting a need in your community for enhanced access to information, you need to clarify this further in your Needs Statement by addressing:

- (1) why your community needs enhanced access to information,
- (2) how you discovered this need, and
- (3) evidence that meeting this need relates to IMLS and State Library goals.

## Part II. Needs Statement

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*Describe the need or problem that generated this project and explain how you determined this need.*

As explained in the grant guidelines, a compelling needs statement is essential to your application. Describe the problem or need in your community that your project will address. Use data or statistics to inform your statement and identify information sources.

*Identify the goal from the Indiana State Library's Five-Year LSTA Plan that your project will address and explain how your project will address this goal.*

In the General Information section of the application, you identified the Indiana State Library LSTA goal your project best fits. List this goal and explain how your project meets the goal.

# Part III. Objectives, Activities, & Evaluation

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*Describe the overall objectives of your project.*

List your project goals.

*Describe how each of the objectives listed above will be addressed by project activities.*

For each project goal, list the grant project activities you propose to reach the goal.

*Identify project staff and detail their individual roles in your proposed project.*

List project staff and the activities they will perform for the project.

## Part III. Objectives, Activities, & Evaluation

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*Describe how you will determine whether the needs of your target group were met by your project. Then explain how you will measure the impact of the project on your target audience(s).*

At the end of the grant period, you will be required to evaluate your project progress meeting the needs you identified in your Needs Statement. For this question, you will first explain **how** you will determine *whether* your target audience's needs were met by your project. Next, you will describe the steps you plan to take to determine the *extent* of the impact made on your target audience by your project.



## Part IV. Communication Plan

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*Grantees are encouraged and expected to publicize...*

*How will you promote your project to your target audience?*

List the methods you will take to reach your target audience and encourage them to participate in or benefit from your project.

*How and when are you planning to share the results of your project beyond your local jurisdiction?*

Identify how and when you will share the final results of your project. Examples include newspaper articles, professional journals, conference sessions, list-servs, etc.

*Is this project a model for replication? If so, please explain.*

Your project might be a model for replication if it proposes a new library service or way to deliver library services.

# Part V. Project Evaluation

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To best complete Part V, you should become familiar with Outcomes Based Planning & Evaluation. [Click here for the Shaping Outcomes tutorial](#). The following instructions will only provide you with definitions.

## *Project Purpose*

The purpose of a program is the basic plan and the reason it is done, which is usually to achieve some outcomes on the part of some participants.

# Part V. Project Evaluation

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## *Inputs*

Inputs refer to the resources that will be used to produce a program. Time and money are the most fundamental resources, and are usually used to acquire the needed physical and personnel inputs: rented or donated space, staff time, the work of volunteers, contractors or consultants; books, equipment and materials of various kinds.

You do not need to be detailed in listing needed inputs — for example, write “equipment to produce CD-ROMs” rather than “scanner, computer, CD burner, blank CDs and cases, printing supplies.”

# Part V. Project Evaluation

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## *Activities*

In OBPE, an “activity” is anything that staff on the program do which is not directly addressed to program participants. Activities usually have to do with the **management** of the program. If the target audience is students, then a teacher teaching students is a service, but hiring that teacher is an activity. Evaluation itself is an activity, because it is not something done to or for the participants — even though they will benefit from the fact that the program is being evaluated.

# Part V. Project Evaluation

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## *Outputs*

In OBPE, an output is an **easily quantified project result**, such as the products created or delivered, number of people served, or activities and services carried out.

Outputs are generally measured quantitatively. For example, 3700 pictures were digitized; 15 courses were offered; 37,000 visitors attended an exhibit; a web site received 10,000 hits.

# Part V. Project Evaluation

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## *Outcomes*

In OBPE, an outcome is a specific benefit that occurs to participants of a program. It is generally phrased in terms of the changes in knowledge, skills, attitudes, behavior, condition or status that are expected to occur in the participants as a result of implementing the program.

To keep your program focused on these changes, be sure to write objectives starting with a word describing the target audience followed by a verb highlighting the expected change. For example, students develop the habit of library usage.

# Part V. Project Evaluation

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## *Evaluation Indicators*

An indicator is a specific, observable, and measurable characteristic, action, or condition that demonstrates whether a desired outcome has been produced. Indicators must be concrete, well-defined, and observable.

You might try forming your indicators in this way: start with “the number and percentage of,” then identify the target audience, and then explain what to look for in a measurable way that doesn’t require interpretation. For example, *35% of 8<sup>th</sup> grade students will create an online profile or 80% of senior citizen participants will correctly resize a digital image.*

# Part V. Project Evaluation

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## *Evaluation Sources/Methods*

The evaluation source or method is the tool that provides measurable data. This data enables evaluators to measure whether they met their evaluation indicator.

For example, in a program to reduce bullying, an indicator might be a reduction in bullying incidents at recess. Where would information be found about incidents? This is the **evaluation source**, which in this case might come from a daily log or from interviews of recess monitors.



# Part VI. Project Timetable

## *Working with the Form*

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### *Timetable*

Part VI provides you a project timetable. Just as in the other sections, **the text boxes within the table will expand as you type.**

If you have more activities to list than rows provided, **you may add additional rows.** To add a row, (1) right-click to the left of the row above which you wish to insert a new row and then (2) select *Insert Rows* from the menu that appears.

Please contact LSTA Grant Consultant Jennifer Clifton for help at (317) 234-6550.

# Part VI. Project Timetable

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A well-developed timetable of project activities is how you demonstrate to application reviewers that you can truly achieve your goals.

## *Activity*

In this context, “activity” refers to every action undertaken by program staff, partners or stakeholders.

## *Who*

“Who” refers to any program staff, partners or stakeholders performing the described action.

# Part VI. Project Timetable

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## *When*

“When” refers to either the month and year in which the action is performed or whether the action is ongoing for the duration of the grant period.

## *Project Implementation*

These are the main activities of the grant performed to reach the grant project objectives.

## *Communication*

Communication activities are those performed to promote the project activities or final results.

# Part VI. Project Timetable

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## *Evaluation*

Evaluation activities are those performed to evaluate the project progress in meeting the needs of the target audience and determining the extent of the project's impact on the target audience.

## *Reporting*

This section has been completed for you and lists the reports grantees are required to submit to the Indiana State Library during the grant period.

If you will formally report to your own organization or any other organizations, you may add rows and list these as well.

## Part VII. Continuation Plan

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LSTA funds are intended to help libraries initiate new programming and purchase new technologies. Libraries must have reasonable plans for continuing these services in the future with their own funds.

## Part VII. Continuation Plan

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*Explain how activities or benefits from the project will continue after the LSTA funding period has ended or if the program will not be continued, explain why.*

After you have received your final reimbursement and turned in your final reports, will your programs continue? Identify which, if any, activities will be continued. If no project components will be continued, explain why.

# Part VIII. Project Budget

## Narrative

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This is an opportunity to defend your Project Budget and demonstrate to reviewers your careful planning. You should not answer this section until you have completed your Project Budget.

(The Project Budget is a separate file from the application. Download the Project Budget Excel worksheet [on our webpage](#). Line-by-line instructions for the Project Budget worksheet are provided [on our webpage](#).)

Use this Narrative to describe any equipment or services that may be unfamiliar to reviewers, break down expenses into greater detail, and explain in-kind contributions.

# Part VIII. Project Budget

## Narrative

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### *Personal Services*

Indicate the amount of time spent on the project by each employee and the role of each employee in the proposed project. Include those paid with LSTA funds or through in-kind contribution toward your cash match. You should list the rate of pay and number of hours to be worked.

### *Supplies*

Describe the supplies to be bought and list the source of your cost estimates. If applicable, describe any in-kind contributions and the method or source used to calculate their value.



# Part VIII. Project Budget

## Narrative

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### *Other Services & Charges*

Identify the source of your vendor quotes or estimates. If applicable, describe any in-kind contributions and the method or source used to calculate their value.

### *Capital Outlays*

Describe the equipment or materials to be purchased in detail. If applicable, describe any in-kind contributions and the method or source used to calculate their value.

# Part IX. Assurances

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## *Name of Organization*

Provide the name of the applicant organization.

## *Project Title*

Provide the title you gave your project on the General Information page.

## *Submission Date*

Provide the date you are submitting the application.

## *Title of Principal Officer*

Provide the name of the director of your organization.

## *Signature of Principal Officer; Signature Date*

Your principal officer must sign and date the application.

# Application Submission

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For submission guidelines and when applicable, supplemental questions, refer to your grant guidelines, which are located [on our webpage](#).

The mailing address for your grant application materials can be found in your grant guidelines.

Don't forget to complete the Project Budget worksheet. This Excel file is located [on our webpage](#). If you have trouble with the Excel file, please call LSTA Grant Consultant Jennifer Clifton for help at (317) 234-6550 or [jclifton@library.in.gov](mailto:jclifton@library.in.gov). The consultant can also provide for those without access to Excel a Microsoft Word table version of the budget worksheet.



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# Recommendations

# Recommendations

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Call LSTA Consultant Jennifer Clifton for help at any point in your grant seeking process at (317) 234-6550. You may also contact her by e-mail at [jclifton@library.in.gov](mailto:jclifton@library.in.gov).

You may request a review of your application by the LSTA Grant Consultant. The consultant will make recommendations for improvement but does not approve applications.

Requests should be sent much in advance of the application deadline to [jclifton@library.in.gov](mailto:jclifton@library.in.gov). Applications will be reviewed at the consultant's discretion as time allows.

Much information can be found on our webpage:

<http://www.in.gov/library/lsta.htm>